

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No.: 2374A5 Page 1 of 10
RECORDS RETENTION AND DISPOSAL SCHEDULE	

Agency: University of Maryland College Park	Division/Unit: All Units
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Item No.	Description	Retention
Amendment 5 to Schedule 2374 Addition of the Following Records Series		
192	Faculty Grade Records – records maintained by individual faculty members indicating grades given to students on exams and coursework, percentage of final course grade assigned to each graded item, and final course grades given to students.	Retain for 7 years after end of course, then destroy.
193	Federal Audit Files – audit files related to federally sponsored contracts and grants; includes data collection form and reporting package.	Retain for 5 years from the date of audit report submission and until all appeals, litigation, and claims have been resolved, then destroy.
194	Records of Property and Equipment Purchased With Federal Funds – material related to real property and equipment purchased with federal funds.	Retain for 3 years after final disposition and in accordance with Item 88, Inventory Material and Item 91, Property Files; then destroy.
195	Travel Management System – electronic records related to travel approval requests, travel expense statements, and Travel Card transactions. This includes trip record data (such as travel approval request data, expense statement data, reimbursement information, journal vouchers for payroll travel expense reimbursement, and trip record modification log), credit card transaction data and cardholder list from Travel Card vendor, and Travel Card Management System data (e.g., credit card reallocation data).	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Retain Travel Services user account information until last trip record modification log entry for user is deleted, then delete. Office of Record is the Department of Business Services.

Authorized by Department Head or Designated Representative Signature: <u>N/A</u> Title: <u>N/A</u> Date: <u>N/A</u> Authorized by Vice President of Administrative Affairs Date: <u>6/25/08</u> Signature: <u>John Farley</u> Type Name: <u>John Farley</u> Title: <u>Assistant Vice President</u>	Schedule Authorized by State Archivist Date: <u>31 Jan 09</u> Signature: <u>Edward C. [unclear]</u>
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		
Item No.	Description	Retention
Amendment 5 to Schedule 2374 Addition of the Following Records Series (cont.)		
196	Course Textbook Requirement Records – centralized electronic record of textbook requirements for University course offerings.	Retain for 3 years, then delete. Office of Record is the Office of Information Technology.
Amendment 5 to Schedule 2374 Change to Items 13, 67, 72, 84, 85, 86, 87, 88, 89, 90, 95, 96, 98, 101, 102, 103, 104, 108, 117, 120, 121, 131, 132, 185, 186, 189, and 190		
13	Vehicle Records – acquisition records; vehicle mileage reports; inspection, maintenance, and repair reports; titles; and accident reports, investigations, and claims.	Units to destroy vehicle records upon disposal of vehicle. Department of Environmental Safety (Office of Record) to retain accident reports, investigations, and claims for 3 years after accident, then destroy. Motor Transportation Services (Office of Record) to retain vehicle title until vehicle is disposed of, then transfer title. Motor Transportation Services to retain copy of vehicle title for 3 years after vehicle disposal, then destroy.
67	Application Material of Prospective Students – student application form, transcripts, letters of recommendation, standardized test scores, statements of purpose, enrollment planner, residency information, athletic material, and merit-based award forms.	Transfer any and all material of enrolled applicants to students' academic files upon matriculation. Retain material of applicants who do not enroll for 3 years after application term, then destroy. Office of Record is the Office of the Registrar.
72	Request for Exception to Policy – requests made by students for an exception to University policy.	Retain for 5 years after student leaves the University, then destroy.

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Item No.	Description	Retention
84	Human Subject Files – records detailing work done by students and faculty on human subjects, review of research, and permission given by Institutional Review Board.	<p>Retain records relating to investigational new drugs for 2 years after a marketing application is approved for the drug for the indication for which the drug is being investigated, or if no application is filed or the application is not approved, retain for 2 years after the investigation is discontinued and the U.S. Food and Drug Administration (FDA) is notified, then destroy.</p> <p>Retain records relating to investigational devices for the longer of 2 years after the investigation is discontinued/completed or 2 years after the records are no longer required to support a premarket approval application or a notice of completion of a product development protocol, then destroy.</p> <p>Retain medical records of minors for 10 years after completion of research or until the minor has reached age 21 (whichever is longer), then destroy.</p> <p>Retain all other human subject files for 10 years after the completion of research or for a longer period of time if required by sponsor contract, then destroy.</p>

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Item No.	Description	Retention
85	Financial Records – abandoned property records, account transactions, accounts receivable material, bad check records, bank books and statements, bank debit/credit memoranda, cancelled checks, cash income reports, cash register reports, cashier settlement sheets/certificates of deposit, Central Billing transactions, charges to other units/organizations for equipment/services and associated backup, check copies, check lists, check stubs, checkbooks and related data, contract items/transactions, courtesy certificate of deposit registrations, credit card sales/receipts, credits, deposits, disbursement vouchers, endowment correspondence relating to the dispensation of revenue, financial aid records, financial management system access forms, honoraria payments, inventory data, journal vouchers, miscellaneous payment requests, packing slips, payroll transfers, periodic financial reports, Perkins assignments, petty cash documentation, photocopier meter readings, receipts, reconciliations, refunds, returned checks, revolving fund material, sales records, scholarship account records, special payments, State Central Collection Unit transactions and bankrupt and return files, student account material, student check receipts, student loan material, suspense reports, Travel Card logs and supporting receipts, trial balance sheets, working fund records, 1099 change forms, and other financial material.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Retain federal financial aid material for 5 years and until audit requirements are met, then destroy. Retain accounts receivable material for 3 years after payment is received and until audit requirements are met, then destroy. Office of Record for billing backup is the Department. Office of Record for other financial material is the Office of the Comptroller.
86	Payroll Records – journals, statements of payroll charges, one pay certification cards, check register, and other internal adjustment forms.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is Payroll Services.

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Item No.	Description	Retention
87	Purchasing Records – purchase orders, requisitions, invoices, purchasing card transaction logs, University of Maryland purchasing cardholder agreements, advertising and bid requests, bids and quotes, bid tabulation records, requests for proposal and vendor responses, notices of award of contract, and purchasing register.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the Unit. Office of Record for purchase orders is the Department of Procurement and Supply.
88	Inventory Material – records of capital and sensitive equipment, including disposal of surplus property forms and equipment loan forms.	Retain equipment loan forms until equipment is returned, then destroy. Retain other material for 3 years and until audit requirements are met, then destroy. Office of Record for equipment loan forms is the Unit. Office of Record for capital and sensitive inventory material is Inventory Control, Office of the Comptroller. Office of Record for disposal of surplus property forms is the Department of Procurement and Supply. For equipment purchased with federal funds, see Item 194 (Records of Property and Equipment Purchased With Federal Funds) for additional requirements.
89	Budget Material – annual working budgets, annual asking budgets, campus budget amendments, budget histories, budget system material, tuition revenue projections, fringe benefit projections, and indirect cost projections.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is Budget and Fiscal Analysis.

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Item No.	Description	Retention
90	Contract and Grant Files – records that document contracts and grants received from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copy of periodic reports, correspondence, and memoranda.	Retain for 5 years after final payment has been received from the sponsor, or for 10 complete fiscal years after the date of record creation, or as specified by individual agency requirements, then destroy. For enterprise records related to contracts and grants, retain for 5 years after final payment has been received from sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. These retention statements apply to records associated with sponsored accounts from any source (e.g., federal, State, private, and cost share accounts).
95	Networking and Telecommunications Orders and Bills – requests to install, move, or disconnect data and telecommunications equipment/service; statements of data and telecommunications charges; and documentation of reimbursement made by employees for personal long distance calls.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record for reimbursement documentation is the Unit. Office of Record other material is the Office of Information Technology.
96	Telecommunications System Accounting Records – batch reports from the Office of the Comptroller and vendor telephone bills in electronic form.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is the Office of Information Technology.

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		
Item No.	Description	Retention
98	Motor Transportation Services Vehicle Reservation and Rental Material	<p><u>Electronic Records</u></p> <p>Retain all vehicle records, vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for active vehicles.</p> <p>Upon vehicle disposal, delete vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for University accounts (e.g., State, revolving, self support, and auxiliary) that are more than 3 years old and for federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts that are more than 10 years old.</p> <p>Retain remaining vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records for 3 years after record creation for University accounts (e.g., State, revolving, self support, and auxiliary) and for 10 years after record creation for federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, then delete.</p> <p>Retain vehicle record until last rental record, maintenance record, fuel record, or miscellaneous billing record associated with it has been deleted, then delete (ensuring that no vehicle record is deleted until at least 3 years after vehicle disposal).</p> <p><u>Paper Records</u></p> <p>Destroy vehicle records, vehicle rental records, vehicle maintenance records, fuel records, and miscellaneous billing records 3 years after record creation for University accounts (e.g., State, revolving, self support, and auxiliary) and 10 years after record creation for federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts.</p>

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Item No.	Description	Retention
101	Departmental Mail Service Charge Cards – cards used by departments to authorize charges for mail services to be billed to a Financial Reporting System (FRS) number.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is the Department of Business Services.
102	Approved Travel Requests and Expense Statements – documents evidencing appropriate approval to undertake travel on behalf of the University of Maryland on official business, and documents summarizing expenses for which personal funds have been advanced by the traveler on behalf of the University of Maryland.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is the Department of Business Services.
103	Travel Approval Signature Cards – records of the name and signature of the individual with Unit Approving Authority and those other individuals officially designated by the Approving Authority to approve travel requests and expense statements.	Retain for 10 complete fiscal years after card has been superseded and until audit requirements are met, then destroy. Office of Record is the Department of Business Services.
104	Travel Card Master Invoices – invoices from credit card vendors for travel purchases made for the University of Maryland.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Department of Business Services.

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Item No.	Description	Retention
108	Logistics Management Records – inbound and outbound shipment documentation, bills of lading, import and export documentation, freight invoices, delivery tickets, shipment claims, and related shipping/receiving/distribution material.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy.
117	Office of the Comptroller Sponsored Project Records – accounting-related portion of award agreements, account setup information, accounting transaction forms, copies of invoices sent to sponsors, correspondence, record of collection activity, reconciliation work papers, financial status reports, and other related information.	Retain for 5 years after final payment has been received from the sponsor, or for 10 complete fiscal years after the date of record creation, or as specified by individual agency requirements, then destroy. Office of Record is the Office of the Comptroller.
120	Effort Report Files – semester-based summaries of payroll account data that list accounts from which faculty, staff, and some graduate students are paid. Effort reports are supporting documentation for the Indirect Cost Study, cost sharing, and effort charged to federal awards.	Retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation, then destroy.
121	Sponsored Project Equipment Records – material used to prepare equipment reports for federal sponsors annually and when the account is being closed. Includes budget, purchase requisitions, purchase orders, inventory documents, and reports made to sponsoring agencies.	Retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy.
131	Staff and Student Employee Timekeeping Records and Leave Balances – records approved by the supervisor that show leave taken and hours/duty days worked for student, Contingent Category I, Contingent Category II, and Regular employees; also includes leave balances for those employees eligible to earn leave.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for time entry are University Human Resources and Payroll Services. For timesheets and leave balances prior to PHR implementation, Office of Record is the Unit.

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Item No.	Description	Retention
132	Faculty Time Reports and Leave Balances – monthly reports showing days worked and leave taken by faculty members.	For University accounts (e.g., State, revolving, self support, and auxiliary), retain for 3 years and until audit requirements are met, then destroy. For federally sponsored, State-sponsored, and private-sponsored accounts as well as cost share accounts, retain for 5 years after final payment has been received from the sponsor or for 10 complete fiscal years after the date of record creation (whichever is less), then destroy. Office of Record is the Unit.
185	Campus Recreation Services Membership Forms – applications for membership in Campus Recreation Services including payment information and membership release and informed consent document.	Retain for 3 years after last effective date and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
186	Campus Recreation Services Guest Pass Forms – requests for guest pass including guest release and informed consent document.	Retain for 3 years after last effective date and until audit requirements are met, then destroy. Office of Record is Campus Recreation Services.
189	Campus Recreation Services Parental Release and Informed Consent Forms	Retain for 3 years after last effective date, then destroy. Office of Record is Campus Recreation Services.
190	Campus Recreation Services Sport Club Release and Informed Consent Forms	Retain for 3 years after last effective date, then destroy. Office of Record is Campus Recreation Services.
Amendment 5 to Schedule 2374 Deletion of the Following Records Series		
94	Third-Party Telecommunications Billing Magnetic Tapes	Destroy after bill has been run.
97	Tape of Student Telephone Bills and Student Account Adjustments	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is the Office of Information Technology.
<p>If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (e.g., 25 years) will be transferred to the State Records Center in Jessup.</p>		<p>If litigation, claims, complaints, or audits are started before a retention period ends, all related records must be retained until final action is taken.</p>